



Bureau for Private Postsecondary Education
P.O. Box 980818, West Sacramento, CA 95798-0818
(888) 370-7589 / www.bppe.ca.gov



NOTICE TO COMPLY – 000251 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name: <u>UNIVERSITY OF NORTHERN CALIFORNIA LORENZO TATINO</u>	Institution Telephone: <u>916-441-4485</u>
Inst. Code: <u>3402401 SCHOOL OF LAW</u>	Administrator Name: <u>DANIEL M. WIGON</u>
Street Address: <u>1012 J STREET SAC, CA 95814</u>	Administrator Signature: <u>[Signature]</u>
Inspector: <u>[Signature]</u>	Printed Name: <u>WAYNE BRENNER</u> Date: <u>11/29/2011</u>

VIOLATION(S)				
✓	Educ. Code	Description	✓	Code of Regs Description
	§94802	Continuance of Former Approvals. Subsection(s):		§71705 Mission and Objectives.
✓	§94897	Prohibited Business Practices. Subsection(s): <u>(1)(1)(2)</u>		§71710 Educational Program. Subsection(s):
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):		§71715 Instruction. Subsection(s):
	§94899	Approval Required for Programs Leading to Licensed Profession.		§71716 Distance Educational Programs – Specific Provisions for Instruction Not in Real Time. Subsection(s):
	§94899.5	Collection of Tuition. Subsection(s):		§71717 Satellite Locations. Subsection(s):
	§94900	Required Student Records. Subsection(s):	✓	§71720 Faculty. Subsection(s): <u>(b)(1)(2)(3)</u>
✓	§94900.5	Required Institutional Records. Subsection(s): <u>(a)(b)(c)</u>		§71730 Administration. Subsection(s):
	§94901	Requirements for Recruiters. Subsection(s):	✓	§71735 Facilities and Equipment. Subsection(s): <u>(b)</u>
✓	§94902	General Enrollment Requirements. Subsection(s): <u>(b)(1)(3)</u>		§71740 Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.	✓	§71750 Withdrawals and Refunds. Subsection(s): <u>(a)(b)(c)(1)(2)(3)(4)(d)(e)</u>
	§94904	Ability to Benefit Students.		§71760 Self-Monitoring Procedures.
	§94905	Professions Requiring Licensure, Internships. Subsection(s):	✓	§71770 Admissions Standards and Transferred Credits Policy. Subsection(s): <u>(a)(1)</u>
	§94906	Language of Enrollment Agreement. Subsection(s):		§71800 Enrollment Agreement. Subsection(s):
	§94907	Mandatory Internal Dispute Resolution Prohibited.	✓	§71810 Catalog. Subsection(s): <u>(b)(3)(13)(a)(b)(c)</u>
	§94908	Size of Text in Required Documents.		§71850 Minimum Educational Requirements in Order to Award an Undergraduate Degree. Subsection(s):
✓	§94909	Minimum Requirements for School Catalog. Subsection(s): <u>(A), (B), (L), (10), (15)</u>		§71865 Minimum Educational Requirements in Order to Award a Graduate Degree. Subsection(s):
✓	§94910	Minimum Requirements for School Performance Fact Sheet. Subsection(s): <u>(a), (b), (c), (1)(2), (2), (A)(1)(d)(2)(3), (g)(1)(2)</u>	✓	§71920 Student Records. Subsection(s): <u>(b)(1)(a)</u>
✓	§94911	Minimum Requirements for Enrollment Agreement. Subsection(s): <u>(1)(1)(2), (3)(1)(2)</u>	✓	§71930 Maintenance of Records. Subsection(s): <u>(a)(b)(c)(1)(2)(3)(4)(d)(b)(e)</u>
✓	§94912	Signature, Initials Required.		§74112 Uniform Data - Annual Report, Perform. Fact Sheet. Subsection(s):
	§94916	Statement On Loans To Students.	✓	§74140 Retention of Advertising. <u>(a)(b)(c)</u>
	§94918	Compliance with Federal Statutes.		§74150 Use of Term "University." Subsection(s):
✓	§94919	Institutions Participating in Federal Student Financial Aid Programs. Subsection(s): <u>(a)</u>	✓	§74190 Agents for Service of Process; Changes.
✓	§94920	Mandatory Cancellation, Withdrawal, and Refund Policies. Subsection(s): <u>(b)(e)</u>	✓	§76140 Record-Keeping Requirements. Subsection(s): <u>(a)(1-13), (b)</u>
	§94922	Waiving Provisions Prohibited.	✓	§76215 Student Tuition Recovery Fund Disclosures. Subsection(s): <u>(a)(1)(2), (b)(1)(2)</u>
	§94929	Reporting of Completion Rate. Subsection(s):	✓	Other Violation Description
	§94929.5	Reporting of Student Performance Data. Subsection(s):	✓	76130 STRF ASSESSMENTS. <u>(a)(b)(c)</u>
	§94929.7	Documentation of Performance Data. Subsection(s):	✓	76120 AMOUNT OF STRF ASSESSMENT. <u>(a)(b)(c)</u>
✓	§94943.5	Agent for Service of Process.		

(White) Bureau

(Yellow) Inspector

(Pink) Institution



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NOTICE TO COMPLY – 000251

INSTITUTION NAME:

UNC LORENZOATTINO SCHOOL OF LAW

INSPECTOR'S COMMENTS:

§ 71810 (b)(3): provide policy on student VISA information.
(13)(a)(b)(c): provide policy on providing student housing.
§ 94919(a): provide policy on providing Federal + State financial aid.
§ 94897(1)(2): correct catalog with correct Bureau name.
(2): correct catalog with correct Bureau name.
§ 94909(A): Correct catalog with correct Bureau name.
(B) Catalog with specific required language for school performance fact sheet.
(10): Policy on providing Federal + State Financial aid.
(15): catalog corrected containing Transfer-ability statement.
§ 94911(1): Provide current enrollment agreement containing specific language regarding school performance fact sheet and student receiving.
§ 76215(a)(1)(2)(b)(1)(2): Enrollment agreement with specific statements regarding STRF.

☒ Comments continued on attached ____ page(s).

Inspection Date:

11/29/2011

Inspector's Printed Name:

Wayne Brenner

Inspector Initialed:

WJB

Institution Administrator Printed Name:

Administrator Initialed:

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during an inspection by the Bureau.

By no later than 30 days from the date of inspection, you must either: (1) Remedy the noncompliance(s) and sign and submit this form to the Bureau, along with documentation describing how compliance was achieved; or (2) File with the Bureau a written notice of disagreement, specifying the minor violations described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Failure to timely remedy the noncompliance(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance for each violation was achieved. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Printed Name and Title

Daniel Wigan
Daniel Wigan Exec. Dean

Date

11/30/2011

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY December 30, 2011.

(White) Bureau

(Yellow) Inspector

(Pink) Institution



BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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ATTACHMENT TO NTC - 000251

Institution Name:

LINC LORENZO PATINO SCHL of Law

Institution #

3102401

Comments:

- § 94943.5: Provide Agent of Process information
- § 74190: Agent of Process to Submit letter of acceptance to the Bureau.
- § 94920(B): Enrollment Agreement containing required statements regarding refunds.
- (E): Enrollment Agreement containing required timeframe of 45 days that refunds will be completed.
- § 76130(a)(b)(c): Provide records regarding collection of STRF assessments.
- § 76140(a)(1-13)(b): Provide Student data information regarding STRF assessments.
- § 71735(b): Correct maintenance issues for urinals (men's room); paper towels dispenser; toilet in ladies room; insufficient lighting in classrooms; completion of wall repair in library
- § 71770(a)(1) Policy on student admission requirements for Paralegal Program.
- § 71920(b)(1)(a): Policy regarding verification of Educational learning prior to Enrollment.
- § 76120(b)(1): Enrollment Agreement that contains specific required STRF language
- § 94902: Policy on providing Catalog & School performance fact sheet prior to student signing
- § 94902(2): Corrections to Enrollment Agreements not signed by both Student and School Official.
- § 94912: Policy on disclosing information prior to signing agreement.
- § 71920(a)(b): Policy on maintaining Student records & the completeness of records

Attachment Page 1 of 2

Institution Administrator:

(White) Bureau

Date:

11/30/2011

Inspector:

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(Rev. 4/17/11)

OSP 11 123418



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Institution Name:

UNC LORENZO PATINO SCHL of LAW

Institution #

3402401

Comments:

§ 71750 (a)(b)(c)(1)(2)(3)(4)(d)(b)(e): Policy on withdrawals and refunds

§ 94910 (a)(b)(c)(d)(2)(e)(f)(d)(b)(e): Policy on School Performance Fact Sheet

§ 94900.5 (a)(b)(c): Policy on Student record retention.

§ 71930 (a)(b)(c)(1)(2)(3)(4)(d)(b)(e): Policy on maintenance of records

§ 74140 (a)(b)(c): Policy on retention of advertising media.

§ 71720 (a)(b)(1)(2): Policy on Faculty records retention.

Institution Administrator:

(White) Bureau

Date:

11/30/2011

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Inspector:

Attachment Page 2 of 2

(Rev. 4/17/11)

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